

**Texas Pregnancy Care Network**  
6101 W. Courtyard, Suite 200  
Austin, TX 78730

## **Project Work Plan & Annual Budget**

| <b><u>ACTIVITY</u></b> | <b><u>START</u></b> | <b><u>COMPLETE</u></b> |
|------------------------|---------------------|------------------------|
|------------------------|---------------------|------------------------|

### **FY 2011-12 Activities**

|                                     |                   |                 |
|-------------------------------------|-------------------|-----------------|
| <b>SP Services to Clients</b>       | September 1, 2011 | August 31, 2012 |
| <b>New SP Approval and Training</b> | September 1, 2011 | July 31, 2012   |

|  |                 |              |
|--|-----------------|--------------|
| <b>Community Awareness Conference Attendance</b> | October 1, 2011 | May 31, 2012 |
|--|-----------------|--------------|

TPCN will staff a Community Awareness Booth at human services professional conferences. This will increase awareness of the Texas Alternatives to Abortion Services Program and assist in recruiting other agencies to make client referrals to the Program.

|                           |                  |                 |
|---------------------------|------------------|-----------------|
| <b>Statewide Outreach</b> | October 17, 2011 | August 31, 2012 |
|---------------------------|------------------|-----------------|

TPCN will advertise the texaspregnancy.org outreach website and the 1-888-LIFE-AID toll-free patch system. Depending on the market, advertising may include online advertisements, television, radio, and print.

|                                      |                   |                 |
|--------------------------------------|-------------------|-----------------|
| <b>Outreach Website Improvements</b> | November 28, 2011 | August 31, 2012 |
|--------------------------------------|-------------------|-----------------|

TPCN will make updates to functionality, appearance, and features of outreach website.

|                                       |               |                 |
|---------------------------------------|---------------|-----------------|
| <b>RAPID 4 Billing System Rollout</b> | March 1, 2012 | August 31, 2012 |
|---------------------------------------|---------------|-----------------|

TPCN will implement the RAPID 4 online Billing System statewide during the final two quarters of FY 2011-12.

|                                 |                  |                |
|---------------------------------|------------------|----------------|
| <b>Educational Material Buy</b> | November 1, 2011 | April 30, 2012 |
|---------------------------------|------------------|----------------|

Written materials provided to Service Providers for use in their client service activities will have been pre-screened by TPCN and approved by the Texas Health and Human Services Commission.

|  |                  |                   |
|--|------------------|-------------------|
| <b>SP Monitoring by TPCN</b>                       | January 15, 2012 | August 15, 2012   |
| <b>Service Provider Annual Program Re-Training</b> | August 14, 2012  | August 31, 2012   |
| <b>CPA Audit of TPCN FY 2011-12 Activities</b>     | November 1, 2012 | November 30, 2012 |

**September 2011 - August 2012**  
**ESTIMATED COST OF OPERATIONS**

| 1  | <b><i>COST CATEGORY: PROJECT ADMINISTRATION</i></b> | <b>Total TANF<br/>Dollars</b> |
|----|---|-------------------------------|
| 1a | <b><i>Salaries</i></b>                              |                               |
|    | Executive Director                                  | \$ 105,000                    |
|    | Accountant  | \$ 67,000                     |
|    | Administrative Secretary                            | \$ 27,075                     |
|    | Overtime  | \$ 500                        |
|    | Unused Vacation & Personal/Sick                     | \$ 1,200                      |
|    | Payroll Taxes                                       | \$ 17,500                     |
|    | Workers Compensation Insurance                      | \$ 700                        |
|    | Employee Group Insurance                            | \$ 55,500                     |
|    | <b>Subtotal</b>                                     | <b>\$ 274,475</b>             |
| 1b | <b><i>Rent</i></b>                                  |                               |
|    | Rent  | \$ 54,100                     |
|    | <b>Subtotal</b>                                     | <b>\$ 54,100</b>              |
| 1c | <b><i>Equipment</i></b>                             |                               |
|    | Equipment Service Contracts                         | \$ 2,100                      |
|    | <b>Subtotal</b>                                     | <b>\$ 2,100</b>               |
| 1d | <b><i>Travel</i></b>                                |                               |
|    | Travel/Lodging                                      | \$ 1,700                      |
|    | <b>Subtotal</b>                                     | <b>\$ 1,700</b>               |
| 1e | <b><i>Other</i></b>                                 |                               |
|    | Job Advertising                                     | \$ 550                        |
|    | Employee Screening and Training                     | \$ 4,750                      |
|    | Professional Development                            | \$ 1,000                      |
|    | Consulting, IT, Legal, Administrative               | \$ 17,500                     |
|    | Consulting: Ongoing Support by Real Alternatives    | \$ 13,500                     |
|    | Auditing  | \$ 14,500                     |
|    | Postage/Shipping                                    | \$ 5,000                      |
|    | General Liability Insurance                         | \$ 2,400                      |
|    | Directors and Owners Liability Insurance            | \$ 2,750                      |
|    | Office Expense                                      | \$ 15,000                     |
|    | <b>Subtotal</b>                                     | <b>\$ 76,950</b>              |
|    | <b>TOTAL PROJECT ADMINISTRATION COSTS</b>           | <b>\$ 409,325</b>             |

| September 2011 - August 2012<br>ESTIMATED TEXAS COST OF OPERATIONS |   |                               |
|--|---|-------------------------------|
| 2  | <b><i>COST CATEGORY: CENTRALIZED STATEWIDE INFORMATION,<br/>OUTREACH, EDUCATION, AND REFERRAL</i></b> | <b>Total TANF<br/>Dollars</b> |
| 2a   | <b><i>Salaries</i></b>  |                               |
|  | Evaluator 1   | \$ 42,800                     |
|  | Evaluator 2   | \$ 42,800                     |
|  | Statewide Quality Control Manager   | \$ 46,100                     |
|  | Program Services Manager  | \$ 20,500                     |
|  | Overtime  | \$ 2,000                      |
|  | Unused Vacation & Personal/Sick   | \$ 1,000                      |
|  | Payroll Taxes   | \$ 14,250                     |
|  | Workers Compensation Insurance  | \$ 625                        |
|  | Employee Group Insurance  | \$ 40,000                     |
|  | <b>Subtotal</b>   | <b>\$ 210,075</b>             |
| 2b   | <b><i>Purchase/Development/Distribution of Written Material</i></b>                                   |                               |
|  | Purchase/Development/Distribution of Written Material   | \$ 75,000                     |
|  | <b>Subtotal</b>   | <b>\$ 75,000</b>              |
| 2c   | <b><i>Outreach Media</i></b>  |                               |
|  | Services Outreach Advertising   | \$ 90,000                     |
|  | Website Hosting & Improvements  | \$ 5,500                      |
|  | <b>Subtotal</b>   | <b>\$ 95,500</b>              |
| 2d   | <b><i>Travel</i></b>  |                               |
|  | Travel/Lodging  | \$ 25,800                     |
|  | <b>Subtotal</b>   | <b>\$ 25,800</b>              |
| 2e   | <b><i>Telecommunications &amp; Internet Expenses</i></b>  |                               |
|  | Telecommunications & Internet Expenses  | \$ 7,500                      |
|  | <b>Subtotal</b>   | <b>\$ 7,500</b>               |
| 2f   | <b><i>Community Awareness Costs</i></b>   |                               |
|  | Community Awareness Costs   | \$ 2,600                      |
|  | <b>Subtotal</b>   | <b>\$ 2,600</b>               |
| 2g   | <b><i>Other</i></b>   |                               |
|  | Billing System Consulting   | \$ 5,000                      |
|  | Billing System Rollout  | \$ 18,000                     |
|  | Billing System Licensing  | \$ 6,000                      |
|  | Toll-Free Referral System   | \$ 1,500                      |
|  | Training  | \$ 15,000                     |
|  | <b>Subtotal</b>   | <b>\$ 45,500</b>              |
|  | <b><i>TOTAL INFORMATION, OUTREACH, EDUCATION, AND REFERRAL</i></b>                                    | <b>\$ 461,975</b>             |

| September 2011 - August 2012<br>ESTIMATED TEXAS COST OF OPERATIONS |   |                               |
|--|---|-------------------------------|
| 3  | <b><i>COST CATEGORY: CLIENT SERVICES IN COMMUNITIES</i></b> | <b>Total TANF<br/>Dollars</b> |
| 3a   | <b><i>Contracted Services</i></b>                           |                               |
|  | Counseling Reimbursement to Service Providers               | \$ 3,258,700                  |
|  | <b>Subtotal</b>   | <b>\$ 3,258,700</b>           |
| 3b   | <b><i>Services Provided by Vendor</i></b>                   |                               |
|  | Training  | \$ 10,000                     |
|  | Meetings and Seminars                                       | \$ 10,000                     |
|  | <b>Subtotal</b>   | <b>\$ 20,000</b>              |
|  | <b><i>TOTAL CLIENT SERVICES IN COMMUNITIES COSTS</i></b>    | <b>\$ 3,278,700</b>           |



| 2011-12 Estimated Cost of Operations: Project Administration Costs - \$409,325 |            |   |
|--|------------|---|
| Budget Line  | Amount     | Description   |
| 1 Executive Director   | \$ 105,000 | 2011-12 full time salary  |
| 2 Accountant   | \$ 67,000  | 2011-12 full time salary  |
| 3 Administrative Secretary   | \$ 27,075  | 2011-12 full time salary for 9 months   |
| 4 Overtime   | \$ 500     | Administrative Secretary. Average - 45min/week.   |
| 5 Unused Vacation and Personal/Sick  | \$ 1,200   | Vacation hours rate: 3.69 hrs per bi-weekly pay at 96 hrs/year. Personal/Sick hours rate: 1.85 hrs per bi-weekly pay at 48 hrs/year.                          |
| 6 Payroll Taxes  | \$ 17,500  | Employer share of social security, Medicare, and unemployment for administrative staff needed to conduct statewide Program                                    |
| 7 Workers Compensation Insurance   | \$ 700     | Workers comp insurance for admin staff  |
| 8 Employee Group Insurance   | \$ 55,500  | Employee/family health, employee life/disability insurance for administrative staff   |
| 9 Rent   | \$ 54,100  | Expense of office needed to administer statewide contract at \$17.3/sq.ft. for 2,750 sq. ft. plus security, janitorial, utility costs in Travis County, Texas |
| 10 Equipment Services Contracts  | \$ 2,100   | Copier service contract at \$100/month plus excess copy charges   |
| 11 Travel/Lodging  | \$ 1,700   | Travel costs for administrative staff carrying out administrative tasks   |
| 12 Job Advertising   | \$ 550     | Print and online job postings to recruit new staff as needed for turnover   |
| 13 Employee Screening and Training   | \$ 4,750   | Costs of interviewing, screening, testing, and training new admin staff   |
| 14 Professional Development  | \$ 1,000   | Expenses of classes/seminars/materials to ensure skill quality  |
| 15 Consulting: IT, Legal, Administrative                                       | \$ 17,500  | Fees for IT, legal, and administrative services/consulting  |
| 16 Consulting: Real Alternatives   | \$ 13,500  | Fees for ongoing support provided by Real Alternatives for RAPID system pursuant to agreements between TPCN and RA  |
| 17 Auditing  | \$ 14,500  | Fees for independent audit of accounting records, procedures, and internal controls by CPA firm; preparation of tax return                                    |

| Budget Line   | Amount    | Description   |
|---|-----------|---|
| 18 Postage/Shipping   | \$ 5,000  | Postage & expenses required for shipping payments, supplies, reports, and documents to contractors, subcontractors, potential subcontractors  |
| 19 General Business Liability Insurance                                     | \$ 2,400  | Business liability insurance  |
| 20 Directors & Owners Liability Insurance                                   | \$ 2,750  | Liability insurance to cover actions of the Board of Directors and executive staff  |
| 21 Office Expense   | \$ 15,000 | Office expenses & supplies required for Program operation   |
| <b>2011-12 Estimated Cost of Operations: Statewide Outreach - \$461,975</b> |           |   |
| 1 Evaluator 1   | \$ 42,800 | 2011-12 full time salary  |
| 2 Evaluator 2   | \$ 42,800 | 2011-12 full time salary  |
| 3 Statewide Quality Control Manager   | \$ 46,100 | 2011-12 full time salary  |
| 4 Program Services Manager  | \$ 20,500 | 2011-12 full time salary for 4 months   |
| 5 Overtime  | \$ 2,000  | Overtime for statewide outreach support staff, average 1.5 hrs/wk x 20 weeks.   |
| 6 Unused Vacation and Personal/Sick   | \$ 1,000  | Vacation hours earned at rate of 3.69 hrs per bi-weekly pay at 96 hrs/yr. Personal/Sick hours earned at rate of 1.85 hrs/pay, 48 hrs/yr.  |
| 7 Payroll Taxes   | \$ 14,250 | Employer share of social security, Medicare, and unemployment for outreach staff needed to conduct statewide Program  |
| 8 Workers Compensation Insurance  | \$ 625    | Workers comp insurance for outreach staff   |
| 9 Employee Group Insurance  | \$ 40,000 | Employee/family health, employee life/disability insurance for outreach staff   |
| 10 Purchase/Development/Distribution of Written Material                    | \$ 75,000 | Costs to purchase and/or develop + ship educational materials for use by Service Providers to educate clients about pregnancy, childbirth and parenting. Materials include books, curricula, brochures, videos, posters |
| 11 Services Outreach Advertising  | \$ 90,000 | Advertise program services to Texas residents using online, television, radio, print, etc.  |
| 12 Outreach Website Hosting & Improvements                                  | \$ 5,500  | Annual fees for hosting texaspregnancy.org outreach website; costs to upgrade site in FY 2011-12  |

| Budget Line  | Amount       | Description  |
|--|--------------|--|
| 13 Travel  | \$ 25,800    | Mileage, lodging, meals, parking, other travel expenses for staff. Travel to provide: information meetings to potential Service Providers; site visits during approval process; re-training; site monitoring activity. |
| 14 Telecommunications & Internet Exp.  | \$ 7,500     | Local, long distance, internet and cellular service  |
| 15 Community Awareness Costs   | \$ 2,600     | Attending conferences, seminars and presentations to inform public about the Program; supporting promotional materials   |
| 16 Billing System Consulting   | \$ 5,000     | Maintenance of RAPID 1 billing system to ensure accurate processing of client services invoices  |
| 17 Billing System Rollout  | \$ 18,000    | Costs incurred for programming and testing RAPID 4, statewide introduction & rollout   |
| 18 Billing System Licensing  | 6,000        | Fees for licensing RAPID 4 billing system for 6 months   |
| 19 Toll-Free Referral System   | \$ 1,500     | Fees for providing toll-free referral services to respond to client calls  |
| 20 Training  | \$ 15,000    | Costs incurred for providing training on statewide information, outreach, education, and referral activities   |
| <b>2011-12 Estimated Cost of Operations: Clients Services in Communities - \$3,278,700</b> |              |  |
| 1 Counseling Reimbursement to Service Providers  | \$ 3,258,700 | Counseling reimbursement for client services   |
| 2 Training   | \$ 10,000    | Introduce Program to potential Service Providers; train counselors from approved Service Providers in Program rules/procedures   |
| 3 Meetings & Seminars  | \$ 10,000    | Annual service provider regional meetings/conference for statewide Program   |



**Texas Pregnancy Care Network**  
6101 W. Courtyard, Suite 200  
Austin, TX 78730

## **Project Work Plan & Annual Budget**

| <b>ACTIVITY</b> | <b>START</b> | <b>COMPLETE</b> |
|-----------------|--------------|-----------------|
|-----------------|--------------|-----------------|

### **FY 2012-13 Activities**

|                                     |                   |                 |
|-------------------------------------|-------------------|-----------------|
| <b>SP Services to Clients</b>       | September 1, 2012 | August 31, 2013 |
| <b>New SP Approval and Training</b> | September 3, 2012 | July 31, 2013   |

|  |                 |              |
|--|-----------------|--------------|
| <b>Community Awareness Conference Attendance</b> | October 1, 2012 | May 31, 2013 |
|--|-----------------|--------------|

TPCN will staff a Community Awareness Booth at human services professional conferences. This will increase awareness of the Texas Alternatives to Abortion Services Program and assist in recruiting other agencies to make client referrals to the Program.

|                           |                  |                 |
|---------------------------|------------------|-----------------|
| <b>Statewide Outreach</b> | October 15, 2012 | August 31, 2013 |
|---------------------------|------------------|-----------------|

TPCN will advertise the texaspregnancy.org outreach website and the 1-888-LIFE-AID toll-free patch system. Depending on the market, advertising may include online advertisements, television, radio, and print.

|                                 |                  |                |
|---------------------------------|------------------|----------------|
| <b>Educational Material Buy</b> | November 5, 2012 | April 30, 2013 |
|---------------------------------|------------------|----------------|

Written materials provided to Service Providers for use in their client service activities will have been pre-screened by TPCN and approved by the Texas Health and Human Services Commission.

|  |                  |                   |
|--|------------------|-------------------|
| <b>SP Monitoring by TPCN</b>                       | January 14, 2013 | August 9, 2013    |
| <b>Service Provider Annual Program Re-Training</b> | August 12, 2013  | August 30, 2013   |
| <b>CPA Audit of TPCN FY 2012-13 Activities</b>     | November 4, 2013 | November 29, 2013 |



**September 2012 - August 2013**  
**ESTIMATED TEXAS COST OF OPERATIONS**

| 1  | <b><i>COST CATEGORY: PROJECT ADMINISTRATION</i></b> | <b>Total TANF<br/>Dollars</b> |
|----|---|-------------------------------|
| 1a | <b><i>Salaries</i></b>                              |                               |
|    | Executive Director                                  | \$ 105,000                    |
|    | Accountant  | \$ 67,000                     |
|    | Administrative Secretary                            | \$ 36,100                     |
|    | Overtime  | \$ 500                        |
|    | Accrued Vacation & Personal/Sick                    | \$ 1,200                      |
|    | Payroll Taxes                                       | \$ 18,500                     |
|    | Workers Compensation Insurance                      | \$ 700                        |
|    | Employee Group Insurance                            | \$ 64,000                     |
|    | <b>Subtotal</b>                                     | <b>\$ 293,000</b>             |
| 1b | <b><i>Rent</i></b>                                  |                               |
|    | Rent  | \$ 55,500                     |
|    | <b>Subtotal</b>                                     | <b>\$ 55,500</b>              |
| 1c | <b><i>Equipment</i></b>                             |                               |
|    | Equipment Service Contracts                         | \$ 2,400                      |
|    | <b>Subtotal</b>                                     | <b>\$ 2,400</b>               |
| 1d | <b><i>Travel</i></b>                                |                               |
|    | Travel/Lodging                                      | \$ 1,000                      |
|    | <b>Subtotal</b>                                     | <b>\$ 1,000</b>               |
| 1e | <b><i>Other</i></b>                                 |                               |
|    | Job Advertising                                     | \$ 550                        |
|    | Employee Screening                                  | \$ 950                        |
|    | Professional Development                            | \$ 1,000                      |
|    | Consulting: IT, Legal, Administrative               | \$ 7,500                      |
|    | Consulting: Ongoing Support by Real Alternatives    | \$ 10,500                     |
|    | Auditing  | \$ 14,500                     |
|    | Postage/Shipping                                    | \$ 5,000                      |
|    | General Liability Insurance                         | \$ 2,400                      |
|    | Directors and Owners Liability Insurance            | \$ 3,000                      |
|    | Office Expense                                      | \$ 12,000                     |
|    | <b>Subtotal</b>                                     | <b>\$ 57,400</b>              |
|    | <b>TOTAL PROJECT ADMINISTRATION COSTS</b>           | <b>\$ 409,300</b>             |

| September 2012 - August 2013<br>ESTIMATED TEXAS COST OF OPERATIONS |   |                               |
|--|---|-------------------------------|
| 2  | <b><i>COST CATEGORY: CENTRALIZED STATEWIDE INFORMATION,<br/>OUTREACH, EDUCATION, AND REFERRAL</i></b> | <b>Total TANF<br/>Dollars</b> |
| 2a   | <b><i>Salaries</i></b>  |                               |
|  | Evaluator 1   | \$ 42,800                     |
|  | Evaluator 2   | \$ 42,800                     |
|  | Statewide Quality Control Manager   | \$ 46,100                     |
|  | Overtime  | \$ 2,000                      |
|  | Unused Vacation & Personal/Sick   | \$ 1,000                      |
|  | Payroll Taxes   | \$ 12,600                     |
|  | Workers Compensation Insurance  | \$ 650                        |
|  | Employee Group Insurance  | \$ 42,750                     |
|  | <b>Subtotal</b>   | <b>\$ 190,700</b>             |
| 2b   | <b><i>Purchase/Development/Distribution of Written Material</i></b>                                   |                               |
|  | Purchase/Development/Distribution of Written Material   | \$ 75,000                     |
|  | <b>Subtotal</b>   | <b>\$ 75,000</b>              |
| 2c   | <b><i>Outreach Media</i></b>  |                               |
|  | Services Outreach Advertising   | \$ 90,000                     |
|  | Website Hosting & Improvements  | \$ 500                        |
|  | <b>Subtotal</b>   | <b>\$ 90,500</b>              |
| 2d   | <b><i>Travel</i></b>  |                               |
|  | Travel/Lodging  | \$ 25,800                     |
|  | <b>Subtotal</b>   | <b>\$ 25,800</b>              |
| 2e   | <b><i>Telecommunications &amp; Internet Expenses</i></b>  |                               |
|  | Telecommunications & Internet Expenses  | \$ 7,500                      |
|  | <b>Subtotal</b>   | <b>\$ 7,500</b>               |
| 2f   | <b><i>Community Awareness Costs</i></b>   |                               |
|  | Community Awareness Costs   | \$ 2,600                      |
|  | <b>Subtotal</b>   | <b>\$ 2,600</b>               |
| 2g   | <b><i>Other</i></b>   |                               |
|  | Billing System Consulting   | \$ 5,000                      |
|  | Billing System Licensing  | \$ 12,000                     |
|  | Toll-Free Referral System   | \$ 1,500                      |
|  | Termination Costs   | \$ 0                          |
|  | <b>Subtotal</b>   | <b>\$ 18,500</b>              |
|  | <b>TOTAL INFO, OUTREACH, EDUCATION, AND REFERRAL</b>  | <b>\$ 410,600</b>             |

September 2012 - August 2013  
ESTIMATED TEXAS COST OF OPERATIONS

| 3  | <b><i>COST CATEGORY: CLIENT SERVICES IN COMMUNITIES</i></b> | <b>Total TANF<br/>Dollars</b> |
|----|---|-------------------------------|
| 3a | <b><i>Contracted Services</i></b>                           |                               |
|    | Counseling Reimbursement to Service Providers               | \$ 3,312,600                  |
|    | <b>Subtotal</b>   | <b>\$ 3,312,600</b>           |
| 3b | <b><i>Services Provided by Vendor</i></b>                   |                               |
|    | Training  | \$ 7,500                      |
|    | Meetings and Seminars                                       | \$ 10,000                     |
|    | <b>Subtotal</b>   | <b>\$ 17,500</b>              |
|    | <b>TOTAL CLIENT SERVICES IN COMMUNITIES COSTS</b>           | <b>\$ 3,330,100</b>           |

**2012-13 Estimated Cost of Operations: Project Administration Costs - \$409,300**

| <b>Budget Line</b>                       | <b>Amount</b> | <b>Description</b>   |
|--|---------------|--|
| 1 Executive Director                     | \$ 105,000    | 2010-11 full time salary   |
| 2 Accountant                             | \$ 67,000     | 2010-11 full time salary   |
| 3 Administrative Secretary               | \$ 36,100     | 2010-11 full time salary   |
| 4 Overtime                               | \$ 500        | Administrative secretary. Average - 1/2 hr/week.   |
| 5 Accrued Vacation and Personal/Sick     | \$ 1,200      | Vacation hours rate: 3.69 hrs per bi-weekly pay at 96 hrs/year. Personal/Sick hours rate: 1.85 hrs per bi-weekly pay at 48 hrs/year.         |
| 6 Payroll Taxes                          | \$ 18,500     | Employer share of social security, Medicare, and unemployment for administrative staff needed to conduct statewide Program                   |
| 7 Workers Compensation Insurance         | \$ 700        | Workers comp insurance for the admin staff   |
| 8 Employee Group Insurance               | \$ 64,000     | Employee/family health, employee life/disability insurance for administrative staff  |
| 9 Rent                                   | \$ 55,500     | Expense of office needed to administer statewide contract at 17.2/sq.ft. for 2,750 sq.ft. plus security, janitorial, utility costs           |
| 10 Equipment Service Contracts           | \$ 2,400      | Copier service contract at \$100/month plus excess copy charges  |
| 11 Travel/Lodging                        | \$ 1,000      | Travel costs for administrative staff carrying out administrative tasks  |
| 12 Job Advertising                       | \$ 550        | Print and online job postings to recruit new staff as needed for turnover  |
| 13 Employee Screening                    | \$ 950        | Costs of interviewing, screening, and testing new staff  |
| 14 Professional Development              | \$ 1,000      | Expenses of classes/seminars/materials to ensure skill quality   |
| 15 Consulting: IT, Legal, Administrative | \$ 7,500      | Fees for IT, legal, and administrative services/consulting   |
| 16 Consulting: Real Alternatives         | \$ 10,500     | Fees for ongoing support provided by Real Alternatives for RAPID system pursuant to agreements between TPCN and RA                           |
| 17 Auditing                              | \$ 14,500     | Fees for independent audit of accounting records, procedures, and internal controls by CPA firm; preparation of tax return                   |
| 18 Postage/Shipping                      | \$ 5,000      | Postage & expenses required for shipping payments, supplies, reports, and documents to contractors, subcontractors, potential subcontractors |



| Budget Line   | Amount        | Description   |
|---|---------------|---|
| 19 General Business Liability Insurance                                     | \$ 2,400      | Business liability insurance  |
| 20 Directors and Owners Liability Insurance                                 | \$ 3,000      | Liability insurance to cover actions of Board of Directors and executive staff  |
| 21 Office Expense   | \$ 12,000     | Office expenses & supplies required for Program operation   |
| <b>2012-13 Estimated Cost of Operations: Statewide Outreach - \$410,600</b> |               |   |
| 1 Evaluator 1   | \$ 42,800     | 2012-13 full time salary  |
| 2 Evaluator 2   | \$ 42,800     | 2012-13 full time salary  |
| 3 Statewide Quality Control Manager   | \$ 46,100     | 2012-13 full time salary  |
| 4 Overtime  | \$ 2,000      | Overtime for statewide outreach support staff, average 1.5 hrs./wk for 20 weeks.  |
| 5 Unused Vacation & Personal/Sick   | \$ 1,000      | Vacation hours earned at rate of 3.69 hrs per bi-weekly pay at 96 hrs/yr. Personal/Sick hours earned at rate of 1.85 hrs/pay, 48 hrs/yr.  |
| 6 Payroll Taxes   | \$ 12,600     | Employer share of social security, Medicare, and unemployment for outreach staff needed to conduct statewide Program  |
| 7 Workers Compensation Insurance  | \$ 650        | Workers comp insurance for outreach staff   |
| 8 Employee Group Insurance  | \$ 42,750     | Employee/family health, employee life/disability insurance for outreach staff   |
| 9 Purchase/Development/Distribution of Written Material                     | \$ 75,000     | Costs to purchase and/or develop + ship educational materials for use by Service Providers to educate clients about pregnancy, childbirth and parenting. Materials include books, curricula, brochures, videos, posters |
| 10 Services Outreach Advertising  | \$ 90,000     | Advertise Program services to Texas residents using online, television, radio, print, etc.  |
| 11 Outreach Website Hosting & Improvements                                  | \$ 500        | Annual fees for hosting texaspregnancy.org outreach website   |
| 12 Travel   | \$ 25,800     | Mileage, lodging, meals, parking, other travel expenses for staff. Travel to provide: information meetings to potential Service Providers; site visits during approval process; retraining; site monitoring activity.   |
| 13 Telecommunications & Internet Exp  | \$ 7,500      | Local, long distance, internet and cellular service   |
| 14 Community Awareness Costs  | \$ 2,600      | Attending conferences, seminars and presentations to inform public about the program; supporting promotional materials  |
| <b>Budget Line</b>  | <b>Amount</b> | <b>Description</b>  |
| 15 Billing System Consulting  | \$ 5,000      | Maintenance and improvement of RAPID 4 billing system to ensure accurate processing of client services invoices   |

|  |              |   |
|--|--------------|---|
| 16 Billing System Licensing  | 12,000       | Fees for licensing RAPID 4 billing system for 12 months   |
| 17 Toll-Free Referral System   | \$ 1,500     | Fees for providing toll-free referral services to respond to client calls   |
| 18 Termination Costs   | \$ 0         | Costs to wind-up affairs if contract is not renewed. Covered costs include expenses for 75 days following contract termination associated with final processing of billing forms; recovering supplies distributed to SP's, complete audit of expenses; preparing final expenditures, statistical, and performance reports for HHSC. Costs to be determined and allocated from other categories if needed. |
| <b>2012-13 Estimated Cost of Operations: Clients Services in Communities - \$3,310,100</b> |              |   |
| 1 Counseling Reimbursement to Service Providers  | \$ 3,312,600 | Counseling reimbursement for client services  |
| 2 Training   | \$ 7,500     | Introduce Program to potential service providers; train counselors from approved Service Providers in Program rules/procedures  |
| 3 Meetings & Seminars  | \$ 10,000    | Annual Service Provider regional meetings/conference for statewide Program  |